



About Importing Data

Your guide to athlete demographics

ATGenius provides a way for you to import athlete demographics into the system through an Excel .csv file. However please note if you plan to use advanced features such as our Rehab Card, Preseason Documents and Athlete Portal, we suggest you do not import data. This is because an email and password must be created to use these features and the import process does not create login credentials. If you plan to use these features, instead we suggest that you provide [Account Setup Instructions](#) for athletes to create their own account using an email and password.

If you import data and later decide to have athletes create an account to use advanced features, you can provide our [Create Account for Existing Athletes Instructions](#) to do so.

Please note we are unable to import injury data from another system.

To import athlete demographics, please first review our [Field List](#) to know which demographics we can import so you can prepare your import file properly. Then follow these instructions:

1. Ensure to save your file as a .csv (comma separated file) format
2. Login to your ATGenius account and select the Account menu
(for multi school options, select the school that you wish to import the data)
3. Choose Options
4. Select Athlete/ Student Import from the slide out menu
5. Select the File to upload to choose your saved file.
6. Click the Upload Database button
7. Map the fields to the data you wish to upload.
(if no field is selected, this data will be ignored)
8. Click the Process Import button
9. Your imported list will be located under the Patient List / Master List option

New to ATGenius? Please see our 10-minute [Getting Started Guide](#) and visit our [YouTube page](#) for all of our instructional videos.

Questions? Contact support@ATGenius.com